

TOWN OF AMHERST - FY 2011 BUDGET CALENDAR

This calendar describes the steps leading to the adoption of the budget for those accounts overseen by the Town Manager and requiring appropriation by Town Meeting. The School Superintendent and School Committees and the Jones Library Director and Library Trustees carry out similar steps leading to their budget submissions and preparation for Town Meeting.

NOTE: "FY" is "fiscal year" ending on June 30 of the designated year.

2009

August 24	FY 09 Municipal Budget/Actual Report (for fiscal year ending June 30, 2009) to Select Board.
September 17	Budget Coordinating Group reviews FY 09 budget results, FY 10 budget issues, and begins FY 11 fiscal planning.
September 30	Town Manager and Assistant Town Manager/Finance Director issue operating and capital budget instructions to Department Heads.
October 15	Preliminary Financial Projections and Key Issues for FY 11 Budget Planning presented by Assistant Town Manager/Finance Director to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
October 26	FY 10 Quarterly Municipal Budget Report (for period ending September 30, 2009) to Select Board.
October 27	Amherst School Committee: Vote on Redistricting
October 29	Finance Committee develops Budget Guidelines and issues by November 1 to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
November 2	Fall Special Town Meeting begins. Consideration of FY 10 budget amendments, if any.
November 5	FY 11 operating budget and updated FY 11-15 capital budget requests due to Town Manager and Assistant Town Manager/Finance Director.
November 10	Library Trustees: set Library Budget Guidelines and schedule.
November 12- December 11	Department Head budget hearings with Town Manager and Assistant Town Manager/Finance Director
November 17	Regional School Committee: Review "Level Services" Budget
November 24	Amherst School Committee: Review "Level Services" Budget

- December 1 Library Trustees: Director presents "Certification Level" Budget
- December 7 Public Hearing ("Classification Hearing") conducted by Select Board, including a presentation of Property Tax Classification Report submitted by Board of Assessors re: property valuations and projected tax rates for FY 10.
- December 8 Regional School Committee: Superintendent presents "Preliminary Cuts" Budget
- December 12 Region Budget: 4-Town Meeting 9-Noon @ ARMS Library
- December 14 Select Board Meeting: Town Manager presents preliminary cut lists/program changes as known to date for SB feedback.
- December 15 Amherst School Committee: Superintendent presents "Preliminary Cuts" Budget; School Choice Hearing
- December 15 Library Trustees: Staff presentations on budget issues
- December 17 Budget Coordinating Group finalizes meetings and process calendar.

2010

- January 5 Library Trustees: review endowment distribution, year-to-date expenses, options for cost savings.
- January 7 MBLC discusses Jones Library MAR Waiver application.
- January 12 Regional School Committee: Review "Detailed Cuts"
- January 12 Library Trustees: Continue budget deliberations.
- January 15 4:00 p.m.: Select Board Meeting -- Town Manager's Budget Presentation (possible joint meeting with Finance Committee).
- January 16 Town Manager delivers FY 11 Proposed Municipal Budget to Select Board and Finance Committee.
- January 18 & 21 Town Manager presents overview of FY 11 Proposed Municipal Budget to Select Board and Finance Committee per ATGA deadline.
- January 19 Library Trustees: Vote FY 11 budget proposal; capital plan review.
- January 19 Amherst School Committee: Review "Detailed Cuts"

January 25	FY 10 Quarterly Municipal Budget Report (for period ending December 31, 2009) to Select Board.
January 26	Amherst School Committee: Budget Public Hearing
January 27 (+ or -)	Governor submits Local Aid recommendations to State Legislature.
January 28	Amherst School Committee: Budget Vote
January 28 – April 1	Joint Capital Planning Committee (JCPC) meets weekly with Department Heads to develop recommendations to the Town Manager for an updated Five Year Capital Plan for FY 11 - 15, including specific appropriation recommendations for FY 11.
January 28 – April	Finance Committee budget hearings to review municipal, schools, library, capital, and CPA budget proposals.
January 30	Region Budget: 4-Town Meeting.
February 2	Regional School Committee: Budget Public Hearing
February 2	Library Trustees: Vote capital projects plan update.
February 4	First MBLC vote on Jones Library MAR Waiver application.
February 4	Regional School Committee: Budget Vote
February 12	Select Board special meeting at 8:30 a.m. to finalize ballot language, if needed.
February 16	Library Trustees: review funding options.
March 2	Library Trustees: review funding options.
March 23	Annual Town Election. Possible date of override referendum. To place Proposition 2 1/2 referendum question(s) on an election ballot, the Select Board must provide Town Clerk with at least 35 days notice per M.G.L. Ch. 54, S. 42C.
March 23	Amherst School Committee
April 1	Final Action if MBLC denies Jones Library MAR Waiver application.
April 12	Select Board signs Annual Town Meeting Warrant.

April 15	Finance Committee completes its votes on recommendations for Town Meeting.
April 22	Finance Committee Report mailed to Town Meeting members.
April 26	FY 10 Quarterly Municipal Budget Report (for period ending March 31, 2009) to Select Board.
May 3	Annual Town Meeting begins. Consideration of FY 11 operating and capital budgets; enactment of appropriations; budget amendments to FY 10 budget.
July 1	FY 11 budget takes effect. First day of new fiscal year.